LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
ECONOMIC DEVELOPMENT, ENVIRONMENT & TOURISM

# TERMS OF REFERENCE (TOR) FOR APPOINTMENT OF SERVICE PROVIDER TO IMPLEMENT BUSINESS ACCELARATOR WORKSHP FOR 200 SELECTED TOWNSHIP AND RURAL BUSINESS BENEFICIARIES UNDER THE APPROVED LIMPOPO ENTREPRENEURSHIP BOOT CAMP PROGRAMME:

## DEVELOPED BY:

**Limpopo Department of Economic Development, environment and Tourism**

**Chief Directorate: Integrated Economic Development Services (IEDS)**

**Directorate: Economic Empowerment**

**Private Bag X9484, Polokwane, 0700**

**Telephone Number: 015 293 8300, Facsimile: 015 293 8319**

## 1 PURPOSE

1.1 The Department of Economic Development, Environment and Tourism (hereafter referred to as the "Department") seeks to appoint a Service Provider to Implement Business Accelerator Workshop for 200 selected Township and Rural Business Beneficiaries under the Approved Limpopo Entrepreneurship Boot Camp Programme.

1.2 It is for this reason that the Department seeks to appoint a suitably qualified and experienced service provider to undertake this assignment.

## 2 BACKGROUND INFORMATION

2.1 The Department is implementing the National Small Enterprise Act, Act no.102 of 1996 as amended and the Cooperatives Act, Act no. 6 of 2014 which are in line with the Limpopo Development Plan and the National Development Plan to empower small businesses financially and non-financially.

2.2 The Department through this bid want to empower 200 selected Township and Rural Business Beneficiaries under the Approved Limpopo Entrepreneurship Boot Camp Programme.

2.3 The Department implemented the Limpopo Entrepreneurship Boot Camp. The programme aimed to strengthen township and rural enterprises through business development, exhibitions and business pitching sessions and linkage with enterprises support institutions.

2.4 The programme was designs to respond to challenges faced by the small businesses, including limited access to productive equipment, working tools, markets, funding and business development support.

2.5 The Accelerator Workshop will provide beneficiaries with practical business development support to strengthen their business operations, improve compliance, access to funds, marketing and improve their readiness and sustainability growth.

## 3 GOALS AND OBJECTIVES

3.1 The main to appoint a Service Provider Implement Business Accelerator Workshop to 200 selected Township and Rural Business Beneficiaries under the Approved Limpopo Entrepreneurship Boot Camp Programme.

## 4 SCOPE OF WORK AND ACTIVITIES

4.1. The Service Provider to Implement Business Accelerator Workshop for 200 selected Township and Rural Business Beneficiaries under the Approved Limpopo Entrepreneurship Boot Camp Programme.

4.2. The Service Provider to provide the following services:

4.2.1. Develop programme planning;

4.2.2. Business compliance

4.2.3. Business Needs Analysis

4.2.4. Workshop Accelerator manuals

4.2.5. Access to funding

4.2.6. Access to marketing.

4.3. The service provider to make provision for the following:

4.3.1. Suitable venue accommodating 210 people

4.3.2. Audio visual equipment (Video Photographer, Sound system suitable for 210, 2 cordless micro phones)

4.3.3. Exhibition stands for 20 people

4.3.4. On site support desk for 10 people

4.3.5. Catering for 210 people

## 5 EVALUATION OF THE BID

The submission from the Service Provider will be evaluated in terms of the 80/20-point system as stipulated in the Preferential Procurement Policy Framework Act (Act 5 of 2000 and the Preferential Procurement Regulations, 2022.

5.1 The bids will be evaluated in three phases:

Phase 1: Administrative or Pre-Check Compliance
Phate 2: Functionality Evaluation Criteria
Phase 3: Price and Specific Goals

### 5.1.1. Phase 1: Administrative/Pre-check Compliance:

5.1.1.1. During this stage of the evaluation the bidders will be evaluated on whether or not they comply with the following:

a) Complied with all the conditions of tender; and
b) Submitted all mandatory documentation required;

5.1.1.2. The administrative bidding requirements listed below shall be complied with and required documents must be attached before consideration for further evaluation. Bidders may be disqualified if not meeting the following requirements:

| Criteria | Requirement |
|---|---|
| Tax status | Tax registered.<br><br>Tax compliance status will be confirmed at bid award stage<br>"Bidder must be tax compliant before the bid is awarded, i.e. Where the recommended bidder is not tax compliant, the bidder will be notified of their non-compliant status and the bidder must be requested to submit written proof from SARS of their tax compliance status or proof that they have made an arrangement to meet their outstanding tax obligations within 7 working days. The bidder should thereafter provide the accounting officer or accounting authority with proof of their tax compliance status which should be verified via the Central Supplier Database or e-Filing" |
| Business registration | Entity must be valid in business (CIPC certificate showing active status) |

| | | |
|---|---|---|
| Company registration with central supplier database (CSD) | Bidders must be registered as a service provider on the Central Supplier Database (CSD). If not registered must proceed to complete the registration prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. | |
| In the service of the state status | Bid will not be considered if shareholder or director are employed by state /government departments, municipalities, municipal entities and public entities unless such shareholder or director is in an official capacity as a director of a company listed in schedule 2 and 3 of the Public Finance Management Act. | |
| Tender defaulting and restriction status | Entity and directors must be valid and not restricted (Verified via National Treasury database) | |
| **Documents that must be submitted** | **Non-submission will result in disqualification** | **Requirement** |
| Invitation to Bid – SBD 1 | **YES** | Must be fully completed, signed and submitted with the bid by the closing date and time |
| Pricing Schedule – SBD 3.1 | **YES** | Must be fully completed, signed and submitted with the bid by the closing date and time. **Total price inclusive of taxes should be clearly indicated on the SBD3.1 form.** |
| Bidders Declaration – SBD 4 | **YES** | Must be fully completed and submitted with the bid by the closing date and time. **(Must** |

| | | |
|---|---|---|
| | | **declare if they have interests in other Companies whether they are bidding or not. Refer to Paragraph 2.3 of SBD 4)** |
| Preference Point Claim Form – SBD 6.1 | **NO** | Should be fully completed, signed and submitted with the bid by the closing date and time. (**Bidders must fully complete the Table 1, paragraph 4.2 of SBD6.1 to claim preference points for specific goals**) |

**Phase 2: Functionality Evaluation Criteria**

5.1.1.3. The bidders must score a minimum of 70 % in order to be evaluated further for price and preference points and all bidders who score below these points will be eliminated. The functionality aspects of a bid will be scored out of 100 points. A bidder must achieve a minimum of **70 points** of the total functionality points in order to be considered for the next evaluation phase. This bid will be evaluated on functionality in terms of the table below:

| CRITERIA FOR FUNCTIONALITY | MEANS OF VERIFICATION | SUB-CRITERIA | WEIGHTS |
|---|---|---|---|
| **1. COMPANY EXPERIENCE**<br>Bidders must demonstrate experience and expertise in Implementation of workshop in Business development or similar services. | Certified and signed copies of reference letter/s on client's company letterhead confirming the work the bidder has executed or currently executing in transportation or similar services in terms of business development. | **Bidder's experience of completed or current contracts Implementation of workshop in Business development or similar services.** | 40 |

| | | | | |
|---|---|---|---|---|
| | Bidders must make sure that the reference letter(s) submitted indicate the following:<br>• *contract description of service*<br>• *contract starting and ending date,*<br>• *project value,*<br>• *reference contact details,*<br>• *whether the contracting company was satisfied with the service or not;*<br>• *signed by the recipient of service;*<br>• ***NB***<br>• *Reference letters must be on company letterhead*<br>• *For current contract, bidders will be allocated points as at closing date of the bid.*<br>• *Reference letters not complying with the above requirements will not be considered.*<br>• *Reference letters indicating irrelevant experience will not be considered and will be* | **Score Guide** | **Points** | |
| | | More than four (4) reference letters | 40 | |
| | | Three (3) to four (4) reference letters | 30 | |
| | | Two (2) to three (3) reference letters | 20 | |
| | | One (1) to two (2) reference letters | 10 | |
| | | No submission of evidence | 0 | |

<table>
<tr><td></td><td>allocated <u>0</u> point<br><br>NB:<br><br>Reference letters that meet the requirements for Company experience will be considered for allocation of points on contract values below.</td><td></td><td></td></tr>
<tr><td>2. PROJECT LEADER OR FACILITATOR REQUIREMENTS<br><br>The Bidder must submit a detailed curriculum vitae for project leader or facilitator.<br><br>The Project Leader or Facilitator must have Diploma or Degree in the following disciplines: Entrepreneurship, Business Management, Business Administration, Economics, Community Development which are SAQA accredited qualification or equivalent,<br><br>Must have five (05) years' experience in Business development or related.</td><td>Project Leader or facilitator must submit certified copy of qualification/s</td><td><u>Project Leader or Facilitator Qualifications in the following disciplines Entrepreneurship, Business Management, Business Administration, Economics, Community Development</u><br><br><u>(Total points = 10 points)</u><br><br><table><tr><th>Score guide</th><th>Points</th></tr><tr><td>NQF7 Degree</td><td>10</td></tr><tr><td>NQF 6 Diploma</td><td>5</td></tr><tr><td>No submission</td><td>0</td></tr></table></td><td>20</td></tr>
<tr><td></td><td>The Project Leader or Facilitator must submit a detailed curriculum vitae that must include a list of projects / programmes he/she managed in the past five (05) years with duration of each of the projects or programmes.</td><td>Project Leader or Facilitator's Experience <u>(Total points = 10 points)</u><br><br><table><tr><th>Score guide</th><th>Points</th></tr><tr><td>5 or more years of experience</td><td>10</td></tr><tr><td>4 years and above to 5 years of experience</td><td>8</td></tr><tr><td>3 years and above to 4 years of experience</td><td>6</td></tr><tr><td>2 years and above to 3 years of experience</td><td>4</td></tr></table></td><td></td></tr>
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<tr><td>1 year to 2 years of experience</td><td>2</td></tr>
<tr><td>No submission</td><td>0</td></tr>
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<td></td>
</tr>
<tr>
<td>3. PROJECT TEAM MEMBERS<br><br>The Bidder must submit a detailed curriculum vitae for two (2) team members.<br><br>The project team members must have Diploma or Degree in the following disciplines: Entrepreneurship, Business Management, Business Administration, Economics, Community Development which are SAQA accredited qualification or equivalent,<br><br>Each of the team members must have three (3) years' experience in one or more of the following focus areas:<br>a) Entrepreneurship Skills<br>b) Professional facilitators in Enterprise development<br>c) Logistical and Workshop Programming<br>d) Monitoring and Evaluation of Enterprise development.</td>
<td>Each of the Project team members must submit certified copy of qualification/s</td>
<td>
<u>Project Team Members Qualifications in the following disciplines:</u>
<table>
<tr><td>Score guide</td><td>Points</td></tr>
<tr><td>NQF 7 Degree</td><td>10</td></tr>
<tr><td>NQF6 Diploma</td><td>6</td></tr>
<tr><td>No submission</td><td>0</td></tr>
</table>
<u>(Entrepreneurship, Business Management, Business Administration, Economics, Community Dvelopment) (Total points = 10 points)</u>
</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Each of the team members/s must submit a detailed curriculum vitae that must include a list of projects / programmes implemented in the past three (3) years.</td>
<td>
Project Team Members Experience (<u>Total points = 10 points</u>)
<table>
<tr><td>Score guide</td><td>Points</td></tr>
<tr><td>3 years and more years' experience</td><td>10</td></tr>
<tr><td>2 years and above to 3 years' experience</td><td>6</td></tr>
<tr><td>1 year to 2 years' experience</td><td>4</td></tr>
<tr><td>No submission</td><td>0</td></tr>
</table>
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<td></td>
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| | | | | |
|---|---|---|---|---|
| **4. FINANCIAL CAPACITY**<br>Bidders are required to submit proof / evidence to demonstrate financial capacity for the design, manufacture and installation of signages. | • **Letter of intent** from NCR (National Credit Regulator) accredited financial institutions to provide funding ***(letter must be signed and not older than three months)***,<br>or<br>• Proof of **overdraft facility** in the name of business<br>***(Bank letter must be signed and not older than three months)***<br>or<br>Proof of company capability to self-fund (i.e. ***stamped bank statement not older than three months***). | **Score guide** | **Point** | 20 |
| | | R350,001.00 and more | 20 | |
| | | R250,001.00 – R350,000.00 | 15 | |
| | | R150,001.00 – R250,000.00 | 10 | |
| | | R100,001.00 – R150,000.00 | 5 | |
| | | Less than R100,000.00 or no submission of information or letter with no amount. | 0 | |
| TOTAL | | | | 100 |

### *5.1.2.* Phase 3: Price and Specific Goals

5.1.2.1. **80/20 Preference point system [(for acquisition of goods or services for a Rand value up to R50 million (all applicable taxes included)]**

The following formula must be used to calculate the points for price of tenders/procurement with the rand value up to R50 000 000.00, inclusive of all applicable taxes:

$$Ps = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

where:

Ps = Points scored for price of bid under consideration

Pt = Rand value of tender consideration

Pmin = Rand value of lowest acceptable tender

a) A maximum of **20 points** will be awarded in accordance with the table below.

b) The points scored by a tenderer in respect of the specific goals above must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

c) Only the tender with the highest number of points scored may be selected for an award.

5.1.2.2. **Preferential Points for Specific Goals:**

| NO. | PREFERENTIAL GOALS | POINTS | MEANS OF VERIFICATION |
|---|---|---|---|
| | HDI'S GOALS | | |
| 1. | Black People | 4 | CSD report or certified copy of company CIPC registration certificate |
| 2. | Women | 3 | CSD report or certified copy of company CIPC registration certificate or certified ID copy |
| 3. | Persons with Disability | 2 | Original or Certified Copy of certificate/confirmation of Disability Status |
| | SPECIFIC GOALS | | |
| 1. | Youth | 2 | CSD report or certified copy of company CIPC registration certificate or certified ID copy |
| 2 | Micro Small, Medium Enterprises (MSMEs) | 2 | Submission of sworn affidavit confirming bidder's annual turnover supported by the CSD report. |
| 3. | Cooperatives | 2 | CSD report or certified copy of company CIPC registration certificate |

| NO. | PREFERENTIAL GOALS | POINTS | MEANS OF VERIFICATION |
|---|---|---|---|
| 4. | Enterprises located in Limpopo Province | 3 | Recent Municipal account / letter *(it must be in the name of the business and not older than 3 months)* or<br><br>Local Authority Letter for confirmation of Local Address *(it must be in the name of the business and not older than 3 months)* or<br><br>Active Lease Agreement<br><br>In case where a director of the company operates a business from the same residential where he/she resides, the affidavit by commissioner of oath must be submitted and accompanied by proof of rates and taxes. |
| 5. | Military Veteran | 2 | Certified copy of Military Veteran Certificate issued by Department of Military Veterans (DMV) |
| TOTAL | | 20 | |

**NB:**

- Bidders are required to furnish documentary proof to the satisfaction of the Department that the claims for above preferential goals are correct, however non submission of the CSD report will not lead to non-allocation of points.

- Non-submission of the above means of verifications, with the exception of CSD report, will lead to zero (0) points on specific goals.

- MSME's size or class are measured in terms of the Total full-time paid employees and as per below table:

| **Size or Class of *enterprise*** | **Total full-time paid employees** |
|---|---|
| Micro | 0-10 |
| Small | 11-50 |
| Medium | 51-250 |

5.1.2.3. If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

a) disqualify the person from the tendering process;

b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and forward the matter for criminal prosecution, if deemed necessary

**5.1.3. Definitions**

**"Historically Disadvantaged Individuals"** means a South African citizen –

(1)Who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993) ("the Interim Constitution"); and/or

(2)Who is a female; and/or

(3)Who has a disability

Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, deemed not to be an HDI.

**"Specific goals" means** specific goals as contemplated in section 2(1)(d) of the Act which may include contract with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette no. 16085 dated 23 November 1994.

**"Black People"** is a generic term which means Africans, Coloureds and Indians as described in the Broad-Based Black Economic Empowerment Act, Act No.53 of 2003.

**"Youth" has** the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008)

**"Persons with Disability"** - has the meaning assigned to it in section 1 of the Employment Equity Act, 1998 (Act No. 55 of 1998)

**"Price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts

**"Rand value"** means the total estimated value of a contract in Rand, calculated at the time of the tender invitation.

**"Lowest acceptable tender"** means any tender that complies with all specifications and conditions of tender and that has the lowest price compared to other tenders.

**"Highest acceptable tender"** means any tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders.

**"Tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation

**"Functionality"** means the measurement according to predetermined norms of a service or commodity designed to be practical and useful, working or operating, taking into account quality, viability, skills, experience and durability of a service or commodity

**"Valid document"** means that attached document must stipulate issuance and expiry date.

**"Small enterprise"** as per the National Small Enterprise Act and Amended Schedule 1 amended in 2019, means a separate and distinct business entity, together with its branches or subsidiaries, if any, including cooperative enterprises, managed by one owner or more predominantly carried on in any sector or subsector of the economy mentioned in column 1 of the Schedule and classified as a micro, a small or a medium enterprise by satisfying the criteria mentioned in columns 3 and 4 of the Schedule.

## 6. BID AWARD AND CONTRACT CONDITIONS

6.1. Any proposal submitted by a consortium or joint venture of two or more firms must be accompanied by the consortium formation document or joint venture agreement, stating the name of the joint venture. Each member of the consortia and joint venture will be held jointly and severally liable for the performance of the consortium or joint venture.

6.2. Foreign firms providing proposals must be familiar with local conditions and laws and consider them in preparing their proposals.

6.3. Bidders may not contact the Department on any matter pertaining to their bid from the time when bids are submitted to the time the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, may result in rejection of the bid concerned.

6.4. LEDET reserves the right to award the bid as a whole, partially, or not to award at all, subject to compliance with applicable supply chain management legislation, availability of funds, and the achievement of value for money.

6.5. The department reserves the right to award the bid to a bidder who did not score the highest points.

6.6. The Department will award the bid to the bidder who scores the highest total points in terms of the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, unless objective criteria, as contemplated in section 2(1)(f) of the Act, justify the award to another bidder. Such objective criteria and reasons shall be recorded in writing and approved by the relevant authority.

6.7. The Department (LEDET) may, prior to the awarding of an application, cancel or abandon the process:

a) Due to changed circumstance, there is no longer a need for the services tendered for

b) If funds are no longer available to cover the total envisaged expenditure, or

c) If no acceptable tenders are received;

d) If there is a material irregularity in the tender process.

6.8. No bid may be awarded to any bidder whose tax matters have not been declared by SARS to be in order.

6.9. The department reserves the right to communicate with the shortlisted bidders as and when necessary.

6.10. The department is not obliged to accept or consider any bid in full or in part or any responses or submissions in relation thereto and may reject any bid.

6.11. The appointment of the successful bidder shall be subject to the conclusion of a Service Level Agreement (SLA) between the department and the successful bidder governing all rights and obligations related to the required services.

6.12. The contract shall be concluded between LEDET and the successful service provider(s).

6.13. The contract period will be in terms of the acceptance letter.

6.14. Awarding of the bid shall be subject to the Service Provider(s) acceptance of National Treasury General Conditions of Contract (GCC).

6.15. Submitted documents which expires before the bid closing date will not be considered.

## 7. CONTRACT ADMINISTRATION

7.1. The Service Provider must report to Supply Chain Management contract unit immediately when unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances as well as the period of delay must be furnished.

7.2. The Service Level Agreement shall be entered into between the successful bidder (herein called the "Contractor") and the Head of the Department of Economic Development and Tourism or his or her representative (herein called the "department").

7.3. All instructions to the Contractor shall be made by the Head of the Department or his representative.

7.4. The administration of the bid and contract i.e. evaluation, award, distribution of contract circulars, contract price adjustments etc., shall be the sole responsibility of the Supply Chain Management Unit.

## 8. BID PRICING INSTRUCTIONS

8.1. Bid prices should include all costs and applicable taxes, and / or any additional costs that the bidder may have. The price must be fixed unless there is a statutory price increase for the duration of the contract.

8.2. Bidding pricing should include the relievers.

8.3. The onus / responsibility lies with the bidder to ensure that they have taken all the

costs and escalations into consideration when compiling bid prices.

8.4. Arithmetic errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying and/or adding the unit price and quantity, the unit price shall prevail. If the bidder does not accept the correction of errors, its bid may be rejected.

## 9. NEGOTIATIONS

The department reserves the right to negotiate prices with recommended bidders.

## 10. BRIEFING SESSION

No briefing session for this bid.

## 11. CONFIDENTIALITY

All documents and data provided under this contract shall remain the property of the department and shall be treated as confidential.

## 12. PAYMENTS

Payments shall be made in terms of the Public Finance Management Act (Act no 1 of 1999) and other related Acts.

## 13. BID VALIDITY PERIOD

All bids submitted by the bidders must be valid for a period of **90 days** from the closing date.

## 14. PHYSICAL ADDRESS FOR SUBMISSION OF QUOTATIONS

14.1. Quotations by suppliers must be hand deposited into:

**Blue Quotation Box,**
**Evridiki Towers,**
**Department of Economic Development, Environment and Tourism**
**19 Biccard Street**
**Polokwane**

**NB:** The Department will record all quotations received by the deadline

## 15. LATE BIDS

Quotations received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the bidder.

## 16. CONFIDENTIALITY

16.1. All documents and data provided under this contract shall remain the property of the Department and shall be treated as confidential.

## 17. ENQUIRIES

All enquiries regarding the bid may be directed to the following:

| **Technical/Specification Enquiries** |
|---|
| Mr Mokgahlane MA<br>Cell: 079 252 3346<br>Email: MokgahlaneMA@Ledet.gov.za |

## 18. PRICE SCHEDULE

- Bidders are required to complete and submit the price schedule as indicated on Annexure A
- Failure to submit a signed price schedule will result in disqualification of the bid.
- Bidders are required to initial or sign each page of price schedule.

**PRICE SCHEDULE (ANNEXURE A)**

Name of Bidder: _____ Quotation No: _____

Service Provider to Implement Business Accelerator Workshop for 200 selected Township and Rural Business Beneficiaries under the Approved Limpopo Entrepreneurship Boot Camp Programme as per below table:

| NO. | ITEM DESCRIPTION | QUANTITY | UNIT PRICE (R) | TOTAL AMOUNT (R) |
|---|---|---|---|---|
| 1. | Business needs analysis | **200 (beneficiaries)** | | |
| 2. | Venue hires for 210 people | **01** | | |
| 3. | Catering:<br>• Lunch - 2 starches, 2 proteins,2 salads, 2 vegetables and gravy.<br>• 210 Assortment of soft drinks 330ml (100x fizzy and 110 x 100% fruit juice,<br>• 630 x 500ml bottled water. | **210 (participants)** | | |
| 4. | Audio Visual Equipment:<br>• Sound system for 210 people with 2x cordless microphones<br>• Videographer (x1) | **01**<br>**01** | | |
| 5. | Exhibition stands for 20 people | **01** | | |

| NO. | ITEM DESCRIPTION | QUANTITY | UNIT PRICE (R) | TOTAL AMOUNT (R) |
|---|---|---|---|---|
| | Size: (6m x 6m or 36 m²) | | | |
| 6. | On site support desk for 10 people (5 tables and 10 plastic chairs) | **5 Tables**<br>**10 Chairs** | | |
| 7. | Workshop Accelerator for 200 beneficiaries<br>(Develop programme planning; Business compliance; Business Needs Analysis; Workshop Accelerator manuals; Access to funding; Access to marketing. | **200**<br>**(beneficiaries)** | | |
| **TOTAL PRICE** | | | | R |
| **VAT** (*if Vat vendor*) | | | | R |
| **TOTAL PRICE INCLUSIVE OF VAT** | | | | R |

SIGNATURE: _____ DATE: _____

SBD1

# PART A
# INVITATION TO BID

| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (LIMPOPO ECONOMIC DEVELOPMENT ENVIRONMENT AND TOURISM) | | | | | |
|---|---|---|---|---|---|
| BID NUMBER: | EDET 0376/2026 | CLOSING DATE: | 01 DECEMBER 2026 | CLOSING TIME: | 11H00 |
| DESCRIPTION | APPOINTMENT OF SERVICE PROVIDER TO IMPLEMENT BUSINESS ACCELERATOR WORKSHOP FOR 200 SELECTED TOWNSHIP AND RURAL BUSINESS BENEFICIARIES UNDER THEE APPROVED LIMPOPO ENTREPRENEURSHIP BOOT CAMP PROGRAMME | | | | |

| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)* |
|---|
| DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM |
| 19 BICCARD STREET |
| POLOKWANE |
| 0699 |

| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | |
|---|---|---|---|
| CONTACT PERSON | MR MOKOMA T | CONTACT PERSON | MR MOKGAHLANE M.A |
| TELEPHONE NUMBER | 015 293 8767 | TELEPHONE NUMBER | 079 252 3346 |
| FACSIMILE NUMBER | | FACSIMILE NUMBER | |
| E-MAIL ADDRESS | MokomaT@ledet.gov.za | E-MAIL ADDRESS | MokgahlaneMA@ledet.gov.za |

| SUPPLIER INFORMATION | | | | | | |
|---|---|---|---|---|---|---|
| NAME OF BIDDER | | | | | | |
| POSTAL ADDRESS | | | | | | |
| STREET ADDRESS | | | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | | | |
| CELLPHONE NUMBER | | | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | | | |
| E-MAIL ADDRESS | | | | | | |
| VAT REGISTRATION NUMBER | | | | | | |
| SUPPLIER COMPLIANCE STATUS | TAX COMPLIANCE SYSTEM PIN: | | OR | CENTRAL SUPPLIER DATABASE No: | MAAA | |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED? | ☐Yes ☐No [IF YES ENCLOSE PROOF] | | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? | | ☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW] | |

| QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | |
|---|---|
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | ☐ YES ☐ NO |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? | ☐ YES ☐ NO |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | ☐ YES ☐ NO |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | ☐ YES ☐ NO |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? | ☐ YES ☐ NO |

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

# PART B
# TERMS AND CONDITIONS FOR BIDDING

**1. BID SUBMISSION:**

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

- BIDS WITH A RAND VALUE ABOVE R2000.00 AND R50 000 000.OO INCLUSIVE OF ALL APPLICABLE TAXES, 80/20 PREFERENTIAL SYSTEM WILL BE APPLICABLE
- BIDS WITH A RAND VALUE ABOVE R50 000 000.00 WILL BE EVALUATED ON A 90/10 PREFERENCE SYSTEM

1.4. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/ INDENTITY NUMBER; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).

1.5. A COPY OF THE CSD REPORT SHOULD BE SUBMITTED WITH RESPONSE TO THE INVITATION

1.6. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7) OR THE SERVICE LEVEL AGREEMENT (SLA)**

**2. TAX COMPLIANCE REQUIREMENTS**

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

..... .....

Signature Date

..... .....

Position Name of Bidder

SBD 3.1

# PRICING SCHEDULE – FIRM PRICES (PURCHASES)

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

| | |
|---|---|
| Name of bidder..... | Bid number EDET 0376/2026 |
| Closing Time 11:00 | Closing date 01/12/2026 |

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

| ITEM NO. | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED) |
|---|---|---|---|
| | | **APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT BUSINESS ACCELARATOR WORKSHOP FOR 200 SELECTED TOWNSHIP AND RURAL BUSINESS BENEFICIARIES UNDER THE APPROVED LIMPOPO ENTREPRENEURSHIP BOOT CAMP PROGRAMME** | R..... |

- Required by: .....
- At: .....
  .....
- Brand and model .....N/A.....
- Country of origin .....N/A.....
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
  *Delivery: Firm/not firm
- Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

# BIDDER'S DISCLOSURE

## 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

## 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of State institution |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

.....

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1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

.....

## 3 DECLARATION

I,(name)..... the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National

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2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

| | |
|---|---|
| ..... | ..... |
| Signature | Date |
| ..... | ..... |
| Position | Name of bidder |

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

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## 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

b) The applicable preference point system for this tender is the 80/20 preference point system.

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

| | POINTS |
|---|---|
| **PRICE** | 80 |
| **SPECIFIC GOALS** | 20 |
| **Total points for Price and SPECIFIC GOALS** | 100 |

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.



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1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20** **or** **90/10**

$$Ps = 90\left(1 - \frac{Pt - Pmin}{Pmin}\right) \quad \text{or} \quad Ps = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:



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**80/20** **or** **90/10**

$$Ps = 80\left(1 + \frac{P - Pmax}{Pmax}\right) \text{ or } Ps = 90\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***



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| The specific goals allocated points in terms of this tender | | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|---|---|---|
| **PREFERENTIAL GOALS** | | | |
| | **HDI'S** | | |
| 1 | Black People | 4 | |
| 2 | Women | 3 | |
| 3 | Persons with Disability | 2 | |
| **SPECIFIC GOALS** | | | |
| 1 | Youth | 2 | |
| 2 | Small, Medium and Micro Enterprises ( SMMEs) | 2 | |
| 3 | Co-operatives | 2 | |
| 4 | Enterprise Located in Limpopo Province | 3 | |
| 5 | Military Veterans | 2 | |
| | **TOTAL** | **20** | |

**Tenderers are required to furnish below documentary proof to the satisfaction of the Department that the claims for preferential goals are correct:-**

| | PREFERENTIAL GOALS | MEANS OF VERIFICATION |
|---|---|---|
| | **HDI'S** | |
| 1 | Black People | CSD report or certified copy of company CIPC registration certificate |
| 2 | Women | CSD report or certified copy of company CIPC registration certificate |



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| | | |
|---|---|---|
| 2 | Women | CSD report or certified copy of company CIPC registration certificate |
| 3 | Persons with Disability | Original or certified copy of certificate/confirmation of Disability Status |
| | **SPECIFIC GOALS** | |
| 1 | Youth | CSD report or certified copy of company CIPC registration certificate |
| 2 | Medium, Small and Micro Enterprises ( MSMEs) | Submission of an affidavit confirming bidder's annual turnover and employee count |
| 3 | Co-operatives | CSD report or certified copy of company CIPC registration certificate |
| 4 | Enterprise Located in Limpopo Province | Recent Municipal account (it must be in the name of the business and not older than 3 months) or<br><br>Local Authority Letter for confirmation of Local Address (it must be in the name of the business and not older than 3 months) or<br><br>Active Lease Agreement<br><br>In case where a director of the company operates a business from the same residential where he/she resides, the affidavit by commissioner of oath must be submitted and accompanied by proof of rates and taxes. |
| 5 | Military Veterans | Certified copy of Military Veteran Certificate issued by Department of Military Veterans (DMV) |
| | | |

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company



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Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct; ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

..... .....

Signature Date

..... .....

Position Name of bidder



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